



Board of Selectmen Meeting

Monday, February 11, 2019 7:00 PM
36 Bartlet Street, Andover, MA 01810
Selectmen's Conference Room

RECEIVED
TOWN CLERK'S OFFICE

2019 FEB -1 P 3:21

TOWN OF ANDOVER, MASS

- I. Call to Order – 7:00 P.M.
- II. Opening Ceremonies – 7:00 P.M.
 - A. Moment of Silence/Pledge of Allegiance
- III. Communications/Announcements/Liaison Reports – 7:05 P.M.
- IV. Citizens Petitions and Presentations – 7:10 P.M.
- V. Public Hearing – 7:15 P.M.
 - A. Pole Installation – (10 minutes)
Board to hear and consider voting on a petition from National Grid requesting permission to locate poles, wires and fixtures, including the necessary sustaining and projecting fixtures along 25-27 Florence Street.
- VI. Regular Business of the Board
 - A. FY 2020 Budget Presentation - (20 minutes)
Town Manager to present the FY 2020 Town Manager's Recommended Budget & Financial Plan.
 - B. New Citizens Petitions and Presentations Policy – (15 minutes)
Town Counsel to present a new policy regarding citizens' petitions and presentations. Board to discuss, and possibly vote on adopting.
 - C. Town Manager's Contract – (10 minutes)
Board to discuss and consider voting on Town Manager's compensation.

VII. Consent Agenda

A. Appointments by the Town Manager

Board to vote that the following appointments by the Town Manager be approved:

Department	Name	Position	Rate/Term	Date of Hire
Police	Christopher Lippi	Patrolman	\$61,612.37	2/24/19
Community Services – Recreation (Seasonal)	Kim Lemieux	Kid Care After School Program	\$18.00/hour	2/25/19
Municipal Services – Electrical (Seasonal)	Blair Heffernan	Seasonal	\$15.00/hour	2/12/19

VIII. Approval of Minutes

Board to approve minutes from the following meetings:

Board of Selectmen Meeting: August 20, 2018

Board of Selectmen Meeting: January 14, 2019

IX. Executive Session

Board to approve minutes from the following meetings:

Board of Selectmen Meeting/Executive Session: January 28, 2019

X. Adjourn

If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact Toni Magras in the Town Manager's Office at 978-623-8215 or by email at tonia.magras@andoverma.us

MEETINGS ARE TELEVISED ON
COMCAST CHANNEL 22 AND VERIZON CHANNEL 45



TOWN OF ANDOVER

Town Clerk's Office

36 Bartlet Street
Andover, MA 01810
978-623-8230
townclerk@andoverma.gov

NOTICE

You are hereby notified that a Public Hearing will be held by the Andover Board of Selectmen, on Monday, February 11 in the 3rd Floor Conference Room, 36 Bartlet Street, at 7 p.m.

This hearing is on the petition of National Grid requesting permission to locate poles, wires and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Plan # 25319876 - Florence Street – National Grid to install pole 1396-50 across the street from pole 1396, directly on property line between house 25 & 27. Location approximately as shown on plan attached.

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – Florence Street, Andover, MA.

Plan(s) of the proposed work can be found in the Meeting Packet on the Board of Selectmen page on the Town of Andover website, www.andoverma.gov.

Should you have any major concerns about this proposal, please call George Nkwa, 781-907-3431, prior to the above-mentioned Selectmen's meeting date. A representative from the utility company will be available at 6:45 P.M. on the above date to answer any other questions you may have relating to the proposed work.

By order of the
Board of Selectmen

Austin P. Simko
Town Clerk

Plan No.: 25319876
February 1, 2019



TOWN OF ANDOVER

Town Clerk's Office

36 Bartlet Street
Andover, MA 01810
978-623-8230
townclerk@andoverma.gov

MEMORANDUM

TO: Art Martineau
Acting Town Engineer

FROM: Jamie Doherty, Town Clerk's Office

RE: Petition Request

DATE: January 16, 2019

DATE OF SELECTMEN'S MEETING: 2/11/2019

PETITION#: 25319876

PETITIONER: National Grid

LOCATION: Florence Street

Please return to the Town Clerk's Office for mailing by Wednesday, January 30, 2019 (if possible).

Thank you!

TOWN OF ANDOVER, MASSACHUSETTS

Christopher M. Cronin
Director



TELEPHONE
(978) 623-8700

FAX
(978) 623-8799

DEPARTMENT OF PUBLIC WORKS

WATER TREATMENT PLANT
397 LOWELL STREET 01810 -4416

TO: Austin Simko, Town Clerk

FROM: Christopher Cronin, Department of Public Works Director *CMC*

DATE: January 23, 2019

SUBJECT: National Grid

The petition by National Grid for the purposes of locating poles, wires, and fixtures, including the necessary sustaining and protecting fixtures along Florence Street is acceptable as shown on the petition listed below:

Location
Florence Street

Petition #
25319876

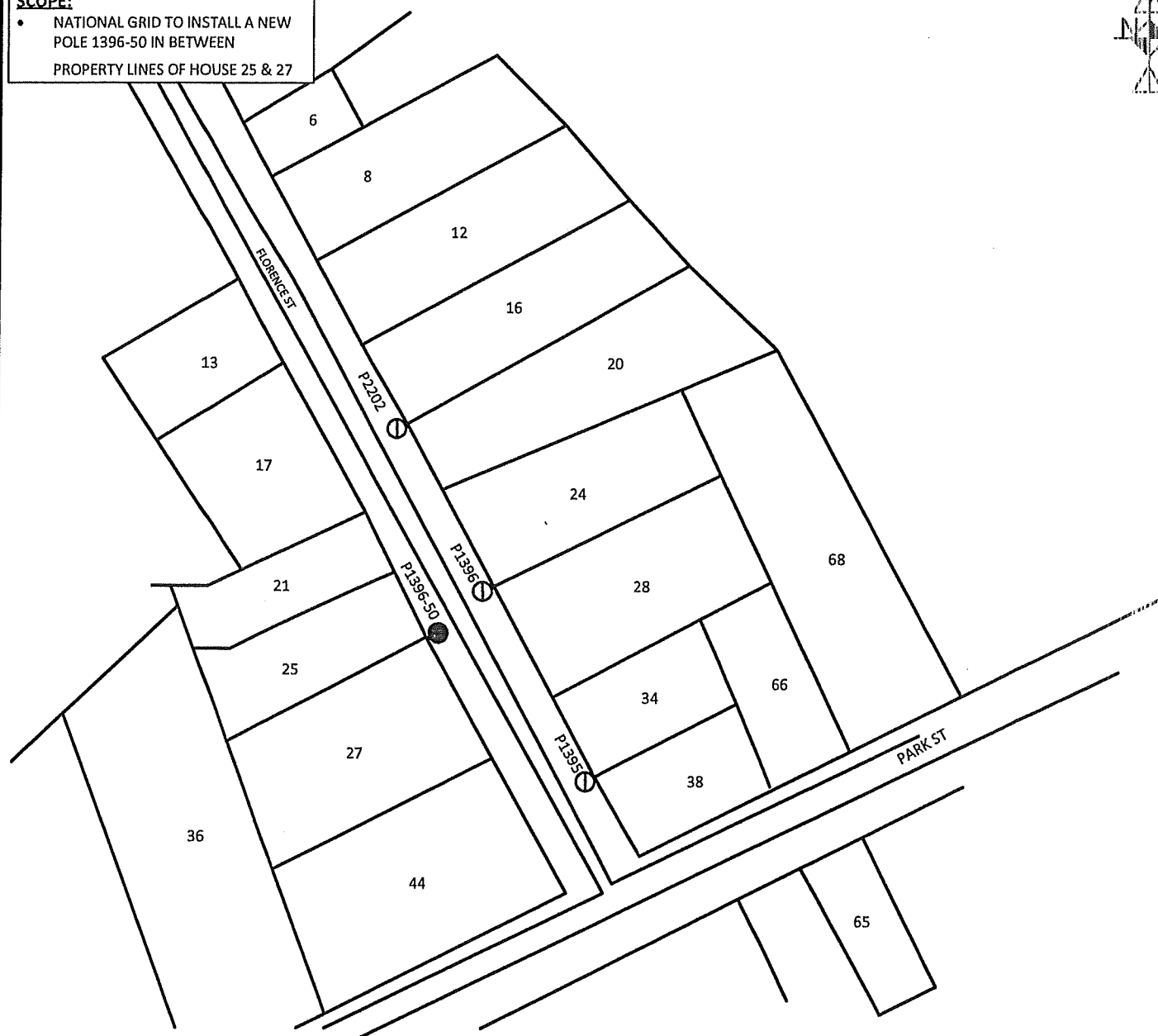
Prior to construction, a street opening permit must be obtained from the Department of Public Works.

CMC/ahm

cc: Arthur Martineau, Interim Town Engineer
Jeff Crane, Projects Engineer Coordinator

SCOPE:

- NATIONAL GRID TO INSTALL A NEW POLE 1396-50 IN BETWEEN PROPERTY LINES OF HOUSE 25 & 27

**SOLE OWNED POLE PETITION**

EXISTING JO POLE



PROPOSED NGRID POLE

nationalgrid

Date: 06/21/2018

Plan Number: 25319876

To Accompany Petition Dated:

To The: TOWN Of ANDOVER

For Proposed: Install Pole: 1396-50 Location: FLORENCE ST

Date of Original Grant:

EXHIBIT 'A' NOT TO SCALE
DISTANCES ARE APPROXIMATE

Questions contact – George Nkwa 781-907-3431

PETITION FOR POLE AND WIRE LOCATIONS

North Andover, Massachusetts

To the Board of Selectmen
Of Andover, Massachusetts

NATIONAL GRID requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Florence St - National Grid to install pole 1396-50 across the street from pole 1396. Directly on property line between house 25 and 27.

Location approximately as shown on plan attached

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – Florence St - Andover Massachusetts

25319876 January 9, 2019

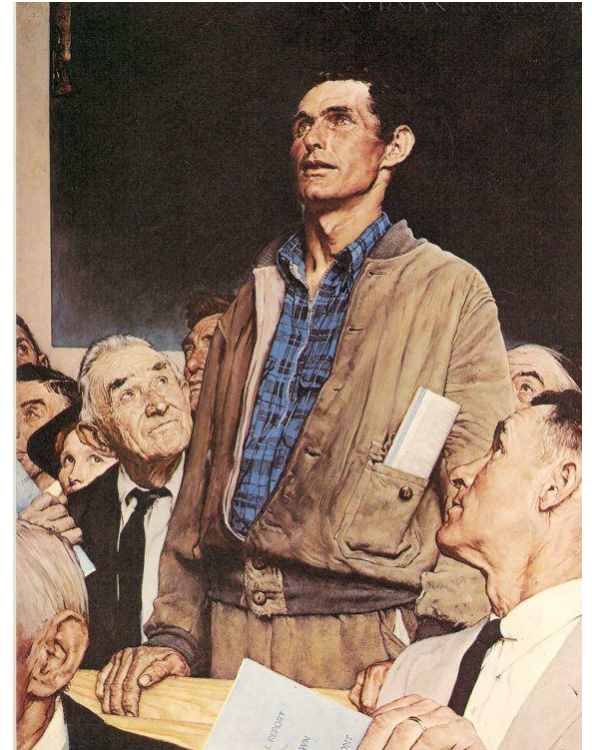
Also for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

NATIONAL GRID
BY Dave Johnson
Engineering Department

Current Board Policy

“During all regular meetings, time will be set aside for citizens’ petitions and presentation. Citizens may bring up any matter or question of interest without prior notice given to the Board.” Policy Guidelines of the Board of Selectmen, Section 1.6.



Public Comments at Board of Selectmen Meetings

- All regular and special meetings of the Board of Selectmen shall be open to the public. Executive sessions will be held only as prescribed by the statutes of the Commonwealth of Massachusetts.
- The Board desires citizens of the Town to attend its meetings so that they may become better acquainted with the operations and programs of the Town. In addition, the Board would like the opportunity to hear the wishes and ideas of the public.
- In order that all citizens who wish to be heard before the Board have a chance and to ensure the ability of the Board to conduct the Town's business in an orderly manner, the following rules and procedures are adopted:
 - 1. At the start of each regularly scheduled Board meeting except workshops, individuals or group representatives will be invited to address the Board. The Chairperson shall determine the length of the public participation segment.
 - 2. If time permits, speakers will be allowed three (3) minutes to present their material. The presiding Chairperson may shorten their time limit or may permit extension of this time limit. If a speaker's time is shortened or extended, the same reduction or extension will apply to all speakers who wish to be heard on the same subject without regard to viewpoint.
 - 3. Improper conduct will not be allowed. Remarks containing obscenities, remarks which constitute threats or fighting words, remarks which are likely to provoke a violent reaction, and remarks which are known to be false are considered improper and will not be allowed. If a speaker persists in improper conduct or remarks, the Chairperson may terminate that individual's privilege of address.
 - 4. All remarks will be addressed through the Chairperson of the meeting.
 - 5. Speakers may offer such criticisms of Town operations and programs as concern them, but in the public comment session the Board will not hear personal complaints regarding Town personnel, except with respect to the Town Manager, Town Accountant, the Zoning Board of Appeals, Officers and Registrars of Voters and Department Heads. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving Town employees.
 - 6. Written comments longer than three (3) minutes may be presented to the Board at the meeting for the Board members' review and consideration at an appropriate time.

I move that the Board rescind the current Board Policy Guideline Section 1.6 relating to citizens petitions and presentations and replace it with the draft Policy as presented tonight.

I move that the Board amend the Contract for Town Manager Services, as amended December 12, 2016, by applying a 2% cost of living increase so that the Contract for Town Manager Services, first sentence of Section 9 therein, is stricken and replaced by the following: "The Town Manager's base salary commencing October 13, 2018 shall be \$194,820".

Town of Andover New Hire Form

(To be used for a new employee, current employee in new position, but not for reclassification)

Date: 2/5/2019

Employee Number*: 18168
(*leave blank for new employee)

Last 4 Digits of Social Security No.: 9650

Last Name: Lippi First Name: CHRISTOPHER Middle Initial: R.

Job Class Code: 5250 Job Title: PATROLMAN

Department: POLICE Account charged (org/obj): 012101/5110

Full/ Part Time: FULL TIME Date of Hire: 2/24/2019

No. of Hours per week: 38 1/2 Part Time (work Days): _____ Eligible for Benefits: Yes or No

Employee Address:
Street, Apt. Number: 80 EDGE LANE AVE #5

City: NO. ANDOVER State: MA Zip Code: 01845

Grade/Step: P500-B-1-0 Hourly Rate: 30.66
(grade/step/long for current employee)

Weekly Rate: (Full time only): 1,180.31 Annual Rate: 61,612.37

Previous Incumbent: DERREK DERANIAN Incumbent's Grade/Step/Long: P504A-4-0

Travel Allowance: N/A /month Stipend: _____ Town Vehicle Supplied: Yes or No

Risk Code: 9998 Exempt or Non-Exempt Permanent /Temporary: _____

Pre-Placement Physical Required: Yes or No CDL Testing Required: Yes or No

ATTACH ALL OF THE FOLLOWING:

Job Description: _____ Original Application: _____ Resume: _____ Affirmative Action Report: _____

Remarks (optional): Hired from CIVIL SERVICE LIST

0% SHIFT DIFFERENTIAL, \$8,000 Added to Base for BACHELOR'S DEGREE

APPROVALS

FC
DEPARTMENT HEAD

DATE

HUMAN RESOURCES

DATE

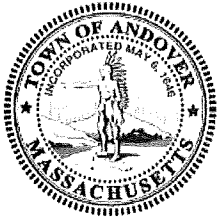
FINANCE DIRECTOR

DATE

TOWN MANAGER

DATE

Selectmen's Approval Date: _____ HRBS: _____



Hire/Personnel Action Form

Employee Information

Employee

Kim Lemieux

Address 1

100 Marblehead Street

Address 2

N/A

Zip

01845

City

North Andover

State

MA

Phone

978-609-1144

Ethnicity

N/A

Gender

N/A

Hire Information

Position Details

Seasonal - Temporary Hourly Employee (T-5828)

Hire Req#

18165

Job Type

N/A

Job Class

Kid Care After School Program

Pay Rate

\$18.00

Person ID

36398687

Job Class#

T-5828

HireDate

2/25/19

Department

Community Services - Recreations

Division

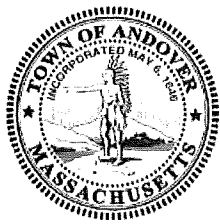
N/A

Additional Information

Stipend	FTE	Hours Per Week
N/A	N/A	15
Operating Budget (Org-Obj)	Grade and Step	Additional Hire Considerations:
5552623-5189	N/A	(Examples - Travel Allowance, Stipend, Town Vehicle, etc.)
		N/A
Perm Sub/Temporary		
Position Anticipated End		
Date:		
N/A		

Approvals

HR Review - Town & School	Cara Morrison	2/1/19 9:05 AM
HR Approval - HR Director - Town & School	Candace Hall	2/1/19 10:59 AM
Town Finance Approval	Donna Walsh	2/1/19 12:09 PM



Hire/Personnel Action Form

Employee Information

Employee

blair heffernan

Address 1

8 beech st.

Address 2

N/A

Zip

01863

City

chelmsford

State

MA

Phone

9783947748

Ethnicity

N/A

Gender

N/A

Hire Information

Position Details

Seasonal - Temporary Hourly Employee (T-5828)

Hire Req#

18333

Job Type

Temporary

Job Class

Seasonal - Temporary Hourly Employee

Pay Rate

\$15.00

Person ID

38629075

HireDate

2/12/19

Department

Municipal Mechanical/Electrical Services

Job Class#

T-5828

Division

N/A

Additional Information

Stipend	FTE	Hours Per Week
N/A	N/A	19
Operating Budget (Org-Obj)	Grade and Step	Additional Hire Considerations:
011891-5140	N/A - Temp/Summer/Seasonal	(Examples - Travel Allowance, Stipend, Town Vehicle, etc.)
		N/A
Perm Sub/Temporary		
Position Anticipated End Date:		
N/A		

Comments

Temp/Summer/Seasonal employee

Approvals

HR Review - Town & School	Cara Morrison	1/29/19 9:03 AM
HR Approval - HR Director - Town & School	Candace Hall	1/30/19 10:08 AM
Town Finance Approval	Donna Walsh	1/30/19 10:11 AM